



DEPARTMENT OF PUBLIC SOCIAL SERVICES

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number
04-08

Date
June 2, 2004

ADMINISTRATIVE MEMORANDUM

SUBJECT: COURT CASE DISPOSITION REPORT – REVISED WFP&I 92

REFERENCE: Administrative Directive 4458 Dated September 24, 2003

CANCELS: None

SPECIAL ATTENTION: ☒ SWFI ☒ WFI ☒ CCB STAFF

I. PURPOSE/BACKGROUND

This Administrative Memorandum releases a revised WFP&I 92, Court Case Disposition Report form. This revised form incorporates all requested information on the old WFP&I 92, the WFP&I 351, and the un-numbered form known as Attachment 1 in Administrative Directive 4458 dated September 24, 2003. The WFP&I 92 was revised to incorporate all required information on three forms onto one form in an effort to eliminate duplicate work.

II. POLICY/PROCEDURES

This revised WFP&I 92 permanently cancels and replaces the previously released WFP&I 92 and the WFP&I 351, as well as the un-numbered form known as Attachment 1 in Administrative Directive 4458 dated September 24, 2003. The WFP&I 92 is completed in triplicate from information supplied by the Prosecuting Deputy District Attorney, LEADER and case records.

The information on the completed form is input to **LEADER Sanction Information** Screen in the **Date Collection Subsystem**. The completed original WFP&I 92 is then forwarded to the Prosecution Deputy Director at WFP&I along with other required documents per existing procedures.

Supervising Welfare Fraud Investigators may address any questions regarding this memorandum to the appropriate Deputy District Director.



Luther Evans, Director
Welfare Fraud Prevention & Investigations Section

LE:MH:JR:jr

Attachment

C: Deputy Directors

COURT CASE DISPOSITION REPORT

DATE: _____

☐ FELONY☐ MISDEMEANOR☐ IPV

To		From			
	Prosecution Deputy Director, WFP&I		Welfare Fraud Investigator	File Number	Unit Number

I. CASE/INVESTIGATION INFORMATION

Case Name	LEADER Case Number	Legacy Case Number	BA Number	Type of Referral <input type="checkbox"/> ECS <input type="checkbox"/> Regular <input type="checkbox"/> Other (specify) _____
Defendant(s) Name	Defendant's Soc. Sec. No.	Last Known Home Address		
Overpayment Amt.	Overissuance Amt.	Court Ordered Restitution	Date Statute(s) Expires	Date Packet sent to TTC

II. COURT INFORMATION

Filing Deputy's Name	Check One <input type="checkbox"/> DA <input type="checkbox"/> CA	Filing Deputy's Address and City	Deputy's Phone Number
Name of Court	Department	Division	Name of Presiding Judge

III. DISPOSITION/SENTENCING INFORMATION (Enter Date of Action)

No.	ACTION	DATE	No.	ACTION	DATE
1.	Complaint Rejected		9.	Superior Court Arraignment	
2.	Complaint Issued		10.	Felony Trial	
3.	Arrest Warrant Issued		11.	Charges Dismissed	
4.	Municipal Court Arraignment		12.	Acquitted	
5.	Arrest Warrant Recalled		13.	Conviction	
6.	Misdemeanor Trial		14.	Sentencing	
7.	Preliminary Hearing		15.	<input type="checkbox"/> CalWORKs IPV <input type="checkbox"/> FS IPV	
8.	Bench Warrant Issued		16.	_____ continued to:	

IV. SENTENCING AND PROBATIONCONVICTED OF: ☐ FELONY ☐ MISDEMEANOR

No.	Action	Months/Years	No.	Action	Totals
1.	Probation (<input type="checkbox"/> Formal <input type="checkbox"/> Informal)		4.	Community Service Hours	
2.	County Jail		5.	Restitution Ordered	
3.	State Prison		6.	Fine Imposed	

V. RESTITUTION INFORMATION

			Restitution Breakdown	
1.	Total Overpayment/Overissuance Amount	\$	CalWORKs/AFDC	\$
			Food Stamps	\$
2.	Total Restitution Ordered	\$	General Relief	\$
			Medi-Cal	\$

V. REMARKS/SUMMARY

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APPROVAL SIGNATURE	SWFI	Unit Name/Number	Date
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Instructions: Form must be completed by WFI and submitted to Prosecution Deputy within three (3) business days of the reported action.
NOTE: NO INVESTIGATION MAY BE CLOSED UNTIL THE ARREST WARRANT HAS BEEN RECALLED.